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June 20, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE AN AMENDMENT TO THE CONTRACT
BETWEEN LOS ANGELES COUNTY AND THE LOS ANGELES COMMUNITY
COLLEGE DISTRICT (LACCD) FOR THE COORDINATION OF LIMITED
ENGLISH PROFICIENT TRAINING FOR CalWORKs (CONTRACT #CCD-134)
(ALL DISTRICTS – 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the recommendation of the Department of Public Social Services (DPSS)
to:

- Delegate authority to the Director, DPSS, to execute Amendment Number One (Attachment A) to extend the existing LEP contract (Contract #CDD-134) with LACCD, for \$250,000, for one year beginning July 1, 2006 through June 30, 2007.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The current contract with LACCD for the coordination of training services to LEP CalWORKs participants expires on June 30, 2006. The contract provides the County the option to extend the term for up to two 12-month periods.

On May 10, 2005, your Board instructed the Director of DPSS to hold in abeyance a \$250,000 funding allocation for any contract extension for FY 2006-07. Your Board further instructed the Director to report LACCD's performance under the contract by May 31, 2006, and to recommend whether the contract should be extended. Attachment B is the required report reflecting LACCD's performance during FY 2005-06.

DPSS monitored and tracked LACCD's performance on a regular and ongoing basis to ensure compliance with the contract requirements and performance standards outlined in the work plan submitted to your Board on May 31, 2005.

LACCD was successful in: 1) assisting individual providers in sustaining 25 LEP programs; 2) developing a web-based reference library and resource center; 3) assisting with the recruitment and referral process to achieve the current LEP enrollment of 495 CalWORKs and needy family participants; and 4) developing/expanding 14 LEP programs, including:

- Warehousing/Logistics – LA Valley/East LA Community Colleges
- Community Health Worker – East LA Community College
- Geriatric Care Technician – West LA Community College
- Retail Trade – West LA Community College
- Office Skills – LA Southwest Community College
- Child Development – LA Mission Community College
- Security Worker – LA Valley Community College
- Skills for the Workplace – LA City Community College
- Computer Numerical Control – LA Pierce/LA Valley Community Colleges
- Pet Grooming – LA Pierce Community College
- Smog Control Technician - LA Pierce Community College
- Barista Training - LA Harbor Community College
- Law Clerk – LA Trade Tech Community College
- Health Occupations (Certified Nursing Attendant) – LA Trade Tech Community College

These classes are scheduled to be implemented during the first half of FY 06-07.

The funding provided to LACCD under the DPSS agreement covers the costs associated with the development of these classes, as well as the costs associated with developing the strategies to implement and sustain these programs.

Program development efforts are often extensive, requiring comprehensive research of the area job sector, multiple meetings with faculty, chairs, deans, employers, union representatives, WorkSource center partners, and others.

LEP Coordination staff, funded with DPSS dollars, are also tasked with writing/submitting proposals in response to RFPs to seek Federal Department of Labor Grants or other appropriate funding sources. Additionally, ADA funds the actual attendance of full-time enrolled students in the LEP classes.

Per your Board's instructions, a summary of the results of LACCD's training efforts during the FY 2005-06 is set forth in Attachment B.

Based on LACCD's achievements and satisfactory performance during the FY 2005-06, DPSS recommends that the \$250,000, held in abeyance for the FY 2006-07, is allocated to continue the contract with LACCD.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal 5: Children and Families Well-Being as measured by achievement in the five outcome areas adopted by the Board: good-health; economic well-being; safety and survival; social and emotional well-being; and education/workforce readiness.

FISCAL IMPACT/FINANCING

The maximum amount of the contract amendment is \$250,000. The cost of the amendment will be funded exclusively with previously allocated and preserved Performance Incentives/Net County Cost funds, pursuant to your Board action on May 10, 2005. Funding for this contract will be included in the FY 2006-07 adopted budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The LEP Program was developed and implemented in FY 2003-04 with community colleges, adult schools, and regional occupational programs with seed funding provided by the County.

The amendment to extend the existing contract with LACCD is funded pursuant to these recommendations and LACCD's performance for the FY 06-07 will be monitored to meet the contract requirements that were achieved in the previous contract. Some of the coordination activities include:

- Convening a "Team of Experts" who meet on a regular basis throughout the year to share best practices amongst service providers, to provide curriculum and program improvements to current LEP programs,
- Working with educational providers to sustain/expand and effectively implement LEP programs across LA County;
- Providing curriculum and program design expertise to colleges, adult schools, and regional occupational centers; and
- Helping disseminate "Best Practices" of occupationally-related LEP programs throughout the County to update the Web-based library and quarterly LEP newsletter.
- Developing a countywide folder/brochure of all available LEP programs and disseminating this information to all relevant agencies/organizations throughout the county;
- Applying for state and federal funds from other available sources;
- Making regular visits to Spanish-speaking Job Clubs, WorkSource Centers, and GAIN offices to promote the available LEP Programs throughout the county; and
- Hosting a LEP Best Practices Summit on June 6, 2006 at LACCD.

The planned use of the funds in FY 06/07 will be for LACCD to continue to coordinate curriculum development and implement the evaluation/assessment strategies developed in FY 05/06, and to measure the success of the LEP programs based on the needs and progress of students completing the LEP courses.

The CAO has reviewed and approved this letter. County Counsel has reviewed the letter and approves Amendment Number One, as to form.

IMPACT ON CURRENT SERVICES

This project will continue to provide LEP CalWORKs participants with access to education and training opportunities that serve to eliminate barriers to obtaining employment and attaining self-sufficiency.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted and stamped Board Letter to the Director of DPSS.

Respectfully submitted,



Bryce Yokomizo
Director

BY:dy

Attachments

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

**AMENDMENT NUMBER ONE TO THE AGREEMENT
BY AND BETWEEN
COUNTY OF LOS ANGELES
AND
THE LOS ANGELES COMMUNITY COLLEGE DISTRICT
FOR COORDINATION OF LIMITED ENGLISH PROFICIENT TRAINING FOR
CalWORKs**

Reference is being made to the document entitled "*Agreement By and Between County of Los Angeles County and the Los Angeles Community College District for Coordination of Limited English Proficient Training for CalWORKs*," dated June 30, 2005, and further identified as County Contract Number CCD-134, hereinafter referred to as "Agreement."

NOW, therefore, effective upon approval by the Board of Supervisors and execution of this document, the Agreement is amended as follows:

- I. **PART II, Section I.0, TERM OF AGREEMENT**, new paragraphs 1.1 and 1.2 are added as follows:
 - 1.1 Subject to the termination provisions set forth, this Agreement is extended for a period of one year beginning, July 1, 2006, and shall continue through June 30, 2007.
 - 1.2 The COUNTY shall not have an obligation to pay for any services provided by the CONTRACTOR after June 30, 2007, pursuant to this Agreement.
- II. **PART V, MAXIMUM CONTRACT AMOUNT**, Paragraph 1 is deleted in its entirety and replaced as follows:
 1. The maximum amount of this Agreement from July 1, 2005 through June 30, 2006 is \$250,000.
 - 1.1 The maximum amount of this Agreement from July 1, 2006 through June 30, 2007 is \$250,000.
 2. If CONTRACTOR provides any tasks, subtasks, deliverables, goods, services or other work to the COUNTY, other than those specified in this Agreement, the same shall be deemed a gratuitous effort on the part of the CONTRACTOR and shall have no claim against the County.

III. **ATTACHMENT A, Section 5.0, SPECIFIC TASKS, 5.8**, new paragraph is added as follows:

5.8.7 CONTRACTOR shall update, print, and distribute program recruitment and promotional brochure by September 30, 2006.

IV. **ATTACHMENT B, CONTRACT BUDGET:**

Attachment B, CONTRACTOR'S Budget, is amended to add Attachment B1, FY 2006-07 CONTRACTOR'S Budget, attached hereunder.

V. **PART VII, FURTHER TERMS AND CONDITIONS, Section 23, COUNTY'S QUALITY ASSURANCE PLAN** first sentence is amended as follows:

The COUNTY or its agent will monitor and evaluate CONTRACTOR'S performance under this Agreement on not less than a quarterly basis.

Except as provided in this Amendment, all other terms and conditions remain in effect.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused the Amendment Number One to be subscribed on its behalf by its Director of Public Social Services, and Contractor has subscribed the same through its duly authorized officers, this _____ day of _____ 2006. The person signing on behalf of the Contractor warrants under penalty that he or she is authorized to bind the Contractor.

COUNTY OF LOS ANGELES

By _____ Date _____
Bryce Yokomizo, Director
Department of Public Social Services

LOS ANGELES COMMUNITY COLLEGE DISTRICT

By _____ Date _____
Dr. Peter J. Landsberger, Chancellor
Los Angeles Community College District
770 Wilshire Boulevard
Los Angeles, California 90017

APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR.
COUNTY COUNSEL

By _____ Date _____
Senior Deputy County Counsel

LOS ANGELES COMMUNITY COLLEGE DISTRICT (LACCD)
LIMITED ENGLISH PROFICIENT (LEP) EDUCATION AND TRAINING RESULTS
AND PERFORMANCE FOR FISCAL YEAR 2005-06

PERFORMANCE AND MEASURABLE OUTCOMES	PERFORMANCE REQUIREMENTS MET YES/NO	RESULTS/TRAINING OUTCOMES	ADDITIONAL COMMENTS	
			ONGOING/SUSTAINED LEP PROGRAMS	NUMBER OF CURRENT ENROLLEES
1. Assist individual providers – colleges, adult schools, and regional occupational programs to sustain current programs, strengthen linkages with employers, and develop new programs.	Yes	LACCD conducted monthly meetings with the "Team of Experts," which consisted of representatives from LACOE, LAUSD and the community colleges. Twenty-five LEP programs are currently being sustained and 14 new or expanded LEP programs have been developed during the term of the first contract with LACCD.	East LA Occupational Center <ul style="list-style-type: none"> ▪ Automotive Skills/Health Business Education ▪ Allied Health Business Education East San Gabriel Valley ROP <ul style="list-style-type: none"> ▪ Computer Repair ▪ Certified Nursing Assistant Hacienda La Puente <ul style="list-style-type: none"> ▪ Auto Mechanics ▪ Welding ▪ Electrical Repair ▪ Pre-Certified Nursing ▪ Certified Nursing ▪ Electronic Assembly ▪ Keyboarding & Data Entry LA Valley College <ul style="list-style-type: none"> ▪ CNA ▪ Food Service Worker ▪ Office Skills LA Harbor <ul style="list-style-type: none"> ▪ Barista Training/Retail Sales LA City Housing Authority <ul style="list-style-type: none"> ▪ Certified Nursing Assistant Mount San Antonio College <ul style="list-style-type: none"> ▪ Foreign Trained Medical/Nursing Pathways ▪ Translator/Training for Health Professionals LA Trade Tech <ul style="list-style-type: none"> ▪ Legal Clerk Maxine Waters Employment Preparation Center <ul style="list-style-type: none"> ▪ General Business ▪ Customer Care ▪ Child Care ▪ Allied Health ▪ Industrial Automation 	15 10 15 25 25 15 15 15 15 15 20 10 25 15 15 15 15 80 15 20 20 20 20 20 <u>20</u>
			TOTAL:	TOTAL:

LOS ANGELES COMMUNITY COLLEGE DISTRICT (LACCD)
LIMITED ENGLISH PROFICIENT (LEP) EDUCATION AND TRAINING RESULTS
AND PERFORMANCE FOR FISCAL YEAR 2005-06 (CONT.)

PERFORMANCE AND MEASURABLE OUTCOMES	PERFORMANCE REQUIREMENTS MET YES/NO	RESULTS/TRAINING OUTCOMES	ADDITIONAL COMMENTS	
			NEW OR EXPANDED LEP PROGRAMS	NUMBER OF CURRENT ENROLLEES
			Pierce College <ul style="list-style-type: none"> ▪ Pet Grooming ▪ Smog Control Technician ▪ Computer Numerical Control LA Valley College <ul style="list-style-type: none"> ▪ Security Worker ▪ Warehousing Logistics ▪ Computer Numerical Control ▪ Health Occupations LA Trade Tech <ul style="list-style-type: none"> ▪ Law Clerk ▪ Certified Nursing Attendant West LA College <ul style="list-style-type: none"> ▪ Geriatrics Care Technician ▪ Retail Trade LA Harbor <ul style="list-style-type: none"> ▪ Barista Training LA Southwest <ul style="list-style-type: none"> ▪ Office Skills LA Mission <ul style="list-style-type: none"> ▪ Child Development East LA College <ul style="list-style-type: none"> ▪ Community Health Worker ▪ Warehousing Logistics LA City College <ul style="list-style-type: none"> ▪ Skills for the Workplace <p>Two additional programs are under development at Antelope Valley College.</p>	<p>Classes are scheduled to start during the summer and fall of 2006.</p>

LOS ANGELES COMMUNITY COLLEGE DISTRICT (LACCD)
LIMITED ENGLISH PROFICIENT (LEP) EDUCATION AND TRAINING RESULTS
AND PERFORMANCE FOR FISCAL YEAR 2005-06 (CONT.)

PERFORMANCE AND MEASURABLE OUTCOMES	PERFORMANCE REQUIREMENTS MET YES/NO	RESULTS/TRAINING OUTCOMES	ADDITIONAL COMMENTS
2. Collect and disseminate information among educational providers.	Yes	The LEP quarterly newsletter was published during the Fall and Winter of 2005 and distributed to GAIN Case Management staff and other appropriate parties.	This newsletter will continue to be published on a regular basis to provide "best practices" reports from successful programs.
3. Develop a countywide recruitment brochure for these programs and develop other recruitment mechanisms and market the programs to educational leaders, businesses and potential students.	Yes	LEP Brochure was designed and completed in May 2006.	Samples of the design have been shared with the "Team of Experts" for feedback.
4. Coordinate with DPSS/GAIN Services Workers and Assessors to maximize the referral of CalWORKs participants to the programs.	Yes	Presentations were given by LACCD at the various GAIN offices and Spanish Job Club sites.	Presentations are ongoing.
5. Facilitate shared learning among schools, including developing an evaluation/assessment tool.	Yes	Assessment tools, e.g., CASA and Work Keys, were evaluated by the "Team of Experts".	The assessment tool was completed in May 2006.
6. Develop web-based reference library and resource center.	Yes	Web resources assembled – Web designer hired and created site to upload data.	LACCD collaborated with Dale Beck of Los Angeles Valley College to create the website. The website features best practices on a local, state, and national level. The website was implemented in March 2006.
7. Ensure 100% compliance with completion and submission of Monthly Management Reports and invoices.	Yes	Monthly Management Reports and invoices received in a timely manner.	Quarterly Reports have been provided by LACCD as required. Supporting documentation has been submitted with monthly invoices.

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